PEDS Data Entry Training County Commission Funded Program Setup

Statewide Data Collection and Evaluation of First 5 California Funded Programs

FIRST 5 CALIFORNIA

Goals of training

- To define "funded programs."
- To learn how to set up funded programs in PEDS.
- To learn how to edit, inactivate, and delete funded programs in PEDS.

Funded Program
Definition

An program funded by a First 5 County Commission to perform a set of services or activities.

Examples of funded programs:

- Immunization clinic
- Early education preschool program
- Community collaborative
- Child care program
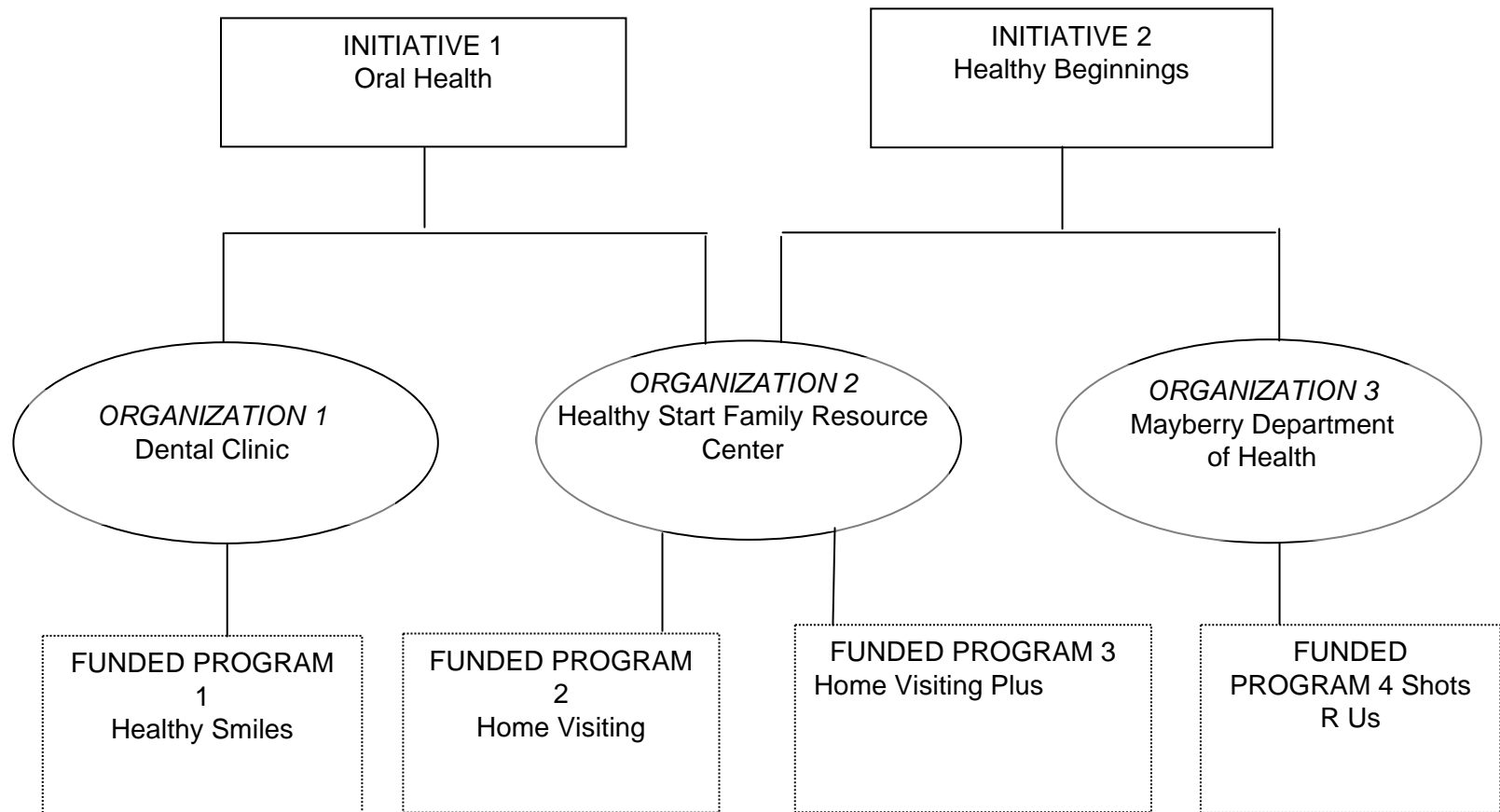
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Organization and Initiative
Definitions

Organization: An entity funded by a County Commission to oversee one or more funded programs.

Initiative: Optional groupings of organizations and their funded programs as identified by a County Commission that work collectively toward a priority focus area.

Each funded program must be tied to an organization. Association of the funded program with an initiative is *optional*.

Initiatives, Organizations, and Funded Programs
Example chart of relationships

How do I set up funded programs into PEDS?

Click **Funded Programs** button.

Program Information
Select an initiative

Program Information
Select an organization

Select an **Organization** from the drop-down menu.

All funded programs must be associated with an organization.

Only those organizations already set up show on the menu.

Program Information
Entry of funded program name

After you select an initiative and organization, the name field automatically fills with a default name in the format "**Initiative--Organization**."

Type a revised funded program **Name** to revise the default name (optional).

Program Information
Entry of funded program name

This message appears when you first attempt to change the default name. Click **OK**.

Enter the revised funded program **Name**.

Subcontractor
Definition

An organization that is contracted by a First 5 funded program (designated as the lead contractor) to provide activities or service on behalf of that program.

Why use the subcontractor feature?

- The lead contractor can run separate PEDS reports to examine the activity, participant, milestone, and funds spent data of each individual subcontractor.

Program Information
Entry of subcontractor

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Program Information
Address and organization type

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Address and Org Type
Entry of address information

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Address and Org Type
Selection of organization category

Select the most suitable organization **Category** from the drop-down menu.

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Address and Org Type
Selection of organization type

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Address and Org Type
Selection of state initiative funding

Click the appropriate check boxes if the funded program has received funds from any state initiative.

Scroll up to see the headings to advance to the next screen.

Address and Org Type
Entry of contact information

Callout: Click on **Contact Information** to advance to the next screen.

Contact Information
Entry of funded program contact information

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Description
Entry of funded program description

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School Readiness (SR) Application
Selection of SR application number

All viable School Readiness application numbers are automatically set up in PEDS.

Click drop-down menu to select **School Readiness Application**.

This screen displays only when School Readiness Initiative check box is selected.

Click **Add**.

How do I edit funded program information in PEDS?

Select the funded program you wish to edit.

Select the information you wish to edit.

Make any necessary changes, and click **Edit.**

How do I edit a funded program's School Readiness application in PEDS?

Select the funded program you wish to edit.

Click **School Readiness App** button.

How do I edit a funded program's School Readiness application in PEDS?

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How do I inactivate funded programs in PEDS?

Select the funded program you wish to inactivate.

Click the **Inactive** check box and enter the **Inactive Date**.

Inactivating funded programs does not affect linked subcontrators.

Click **Edit.**

What happens if a funded program is inactivated?

- To view the inactivated funded program in the program setup browser, the **Inactive** button must be checked.

- The inactivated funded program turns **red** in the filter list when running reports.

- Data may be entered for a funded program before, on, or after the inactivation date.

  - All data entered prior to and during the fiscal year when a funded program was inactivated are included in reports.

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How do I delete funded programs in PEDS?

1. Select the funded program you wish to delete.

2. Click **Delete.**

3. Click **OK** to delete the record.

Funded programs with data already entered cannot be deleted from PEDS.

Funded Programs
Applicable Reports with "funded program" filter

Funded Programs
Applicable Reports with "funded program" filter

Funded Programs
Example of report filter

Select a funded program from the drop-down menu.

Direct Services (Aggregate)

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Statewide Data Collection and Evaluation

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Start Date	07/01/2005
End Date	06/30/2006
Funded Program	Mayberry Resource Center II
Activity Location	Home Visiting--Children Services Network
Funded Program Status	Home Visiting--Department of Public Heath
Activity Location Zip Code	Independent Program Grant--Children and Family Services
School Readiness Initiative Funding	JH Test--Test Org
Initiative	Mayberry Resource Center
Organization	Mayberry Resource Center II
Organization Main Category	Parent Education--Brookstone Community Health Center, Inc.
	School Readiness--Early Education for Children
	SJR Test--Rami Org
	Substance Abuse Services--Department of Public Heath
Organization Main Category	Include All Items
Organization Sub Category	
Organization Type	
Participant Type	Include All Items

The filter runs a report for a selected funded program.

Run Report

Done   Trusted sites

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Funded Programs
Summary of data entry

To Add a Funded Program

- In Main Menu, click **Funded Program** button.

- Select initiative from drop-down menu (optional).

- Select organization from drop-down menu.

- Enter revised funded program name (optional).

- Enter subcontractor information (optional).

- Click on **Address and Org type** tab.

  - Enter address, city, zip Code, and web address.

  - Select organization category

  - Select organization type.

  - Click appropriate state initiative funding check boxes.

- Click on **Contact Information** tab.

  - Enter name, telephone numbers, and e-mail address.

- Click on **Description** tab.

  - Enter description (optional).

  - Click **Add.**

Funded Programs
Summary of data entry (cont'd)

To Edit Funded Program Information

- Select funded program to edit.
- Select information to edit.
- Enter the necessary changes.
- Click **Edit**.

To Inactivate Funded Program

- Select funded program to inactivate.
- Click the **Inactivate** check box.
- Enter the inactivation date.
- Click **Edit**.

To Delete funded Program

- Select funded program to delete.
- Click **Delete**.
- Click **OK** to confirm deletion.

To Edit a School Readiness Application

- Select funded program to edit.
- Click **School Readiness App** button.
- Select entry you wish to edit.
- Select application from drop-down menu.
- Click **Edit**.

To Add School Readiness

Application Number

- Select funded program to edit.
- Click **School Readiness App** button.
- Select **School Readiness Application** from drop-down menu.
- Click **Add**